

# CA POLLUTION CONTROL FINANCING AUTHORITY

## JOB OPPORTUNITY BULLETIN

<b>Class:</b>	<b>Treasury Program Manager I</b>
<b>Tenure:</b>	<b>Permanent</b>
<b>Time Base:</b>	<b>Full-Time</b>
<b>Salary:</b>	<b>\$4746 – 5726</b>

Under the general direction of the Deputy Executive Director of the [CA Pollution Control Financing Authority](#), the Treasury Program Manager I supervises professional staff performing analytical duties on negotiated public offerings. Such offerings consist of tax-exempt notes, revenue bonds and refunding of revenue bonds. The incumbent oversees and coordinates the Small Business and tax-exempt financings, CA Industrial Development Financing Advisory Commission (CIDFAC), and CA Alternative Energy & Advanced Transportation Financing Authority (CEATFA).

The incumbent independently performs special assignments of a highly sensitive nature and makes recommendations based upon findings to the Executive Director.

### ESSENTIAL FUNCTIONS INCLUDE:

- Provides direction to analytical staff and performs the more complex analysis involved with various financing mechanisms including bond sales and use of bond sale proceeds, loan agreements, indentures, bond purchase contracts, official statements, tax certificates and reimbursement agreements; negotiates with legal counsel, financial advisors and underwriters on bond sale documents.
- Oversees and directs staff in the preparation of Authority monthly meeting agendas; reviews all agenda packet contents including official minutes, staff project summaries, attachments, and resolutions for accuracy and completeness for agenda finalization and ensures that all staff adhere to various agenda schedule deadlines.
- Supervises and trains staff on various job duties and special projects; develops and maintains written procedures for Authority program activities, bond sales and closings, and general office operations.
- Maintains cooperative working relationships with other departments, Authorities, and individuals.

**DESIRABLE QUALIFICATIONS:**

- Banking, accounting or other financial education and experience.
- Ability to recognize sensitive issues and to use tact and discretion when discussing and negotiating them.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to handle multiple assignments and critical deadlines.
- Ability to develop and implement new programs.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have employment eligibility as a Treasury Program Manager I or equivalent classification are encouraged to apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurers Office, Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e., list eligibility and score, SROA, surplus employee, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "345-4221-001" next to the classification on your application/resume, i.e. Treasury Program Manager I, CPCFA (345-4221-001).**

**FINAL FILING DATE:**

Applications will be accepted **August 4, 2004**. Applications will be screened and only individuals with the best qualifications may be interviewed.

**SUBMIT APPLICATIONS TO:**

Cec Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CPCFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact CPCFA at (916) 654-0019 or TDD (916) 654-9922.